

**REQUEST FOR FINAL APPORTIONMENT
GRANTS FOR SCHOOL BUS REPLACEMENT**

Fiscal Year _____ - _____

Deadline for filing: April 1, 200 ____

| | |
|----------|--|
| DISTRICT | |
| COUNTY | |

| | |
|---|--|
| BUS REPLACED (OLD) Local Equipment Number _____ Year Manufactured/Make _____ Vehicle I.D. No. (VIN) _____ Date Removed from Service _____ Buyer (if sold) _____ Use (if not) – Attach estimate and letter to CHP _____ | |
| REPLACEMENT BUS (NEW) Year Manufactured/Make _____ Vehicle I.D. No. (VIN) _____ Date Received _____ | |
| METHOD OF ACQUISITION <input type="checkbox"/> State Department of General Services <input type="checkbox"/> Local Competitive Bidding | REASONS FOR COMPETITIVE BIDDING _____ _____ _____ _____ _____ _____ |

| | |
|----------------------------------|------------------|
| CERTIFICATION | |
| Examined and Approved | |
| Signed _____ | _____ |
| District Superintendent | Date |
| _____ | -(_____)_____ |
| District Contact Person | Telephone Number |
| Examined | |
| Signed _____ | _____ |
| County Superintendent of Schools | Date |
| _____ | -(_____)_____ |
| County Contact Person | Telephone Number |

SEE INSTRUCTIONS ON REVERSE

COMPUTATION OF FINAL APPORTIONMENT
_____ - _____ SCHOOL BUS GRANTS

| | |
|---|-----------|
| Gross price (new bus) | \$ _____ |
| Less sale price or estimate (old bus) | (_____) |
| Net cost | \$ _____ |
| Grant award (from grant letter) | \$ _____ |
| Lesser of grant award or net cost | \$ _____ |
| Less first apportionment (25% of grant) | (_____) |
| Balance due in final payment | \$ _____ |

INSTRUCTIONS

- Final apportionment (up to 75% of the grant award) is made after receipt of the new bus and sale of the old one. Apportionments may not be made for several months after this form is submitted. The district or county office will need to make arrangements to pay the school vendor upon delivery of the new bus and before receipt of the final apportionment.
- If a school district or county office of education accepts a grant for school bus replacement, the old bus must be replaced. A bus is considered replaced if the bus is:
 - converted to other uses such as district maintenance vehicle, mobile computer lab, etc.
 - dismantled for parts
 - designated a temporary bus pursuant to *Education Code* Section 42291.5
 - sold to another school district pursuant to *Education Code* Section 42303
 - sold to an entity other than a school district or county office of education
- If the bus is not sold, in lieu of the sale price, an appraised value must be substituted. Appraisals may be obtained from licensed appraisers, truck or bus dealers, or transportation directors of other school districts in the area. This form must be accompanied by a copy of the written appraisal and a copy of your district's letter to the California Highway Patrol informing them that the old bus has been permanently removed from school bus service and that the CHP Form 292 has been removed from the inside of the bus or that the bus has been designated a temporary bus pursuant to *Education Code* Section 42291.5
- "Insofar as possible, any purchases of new school buses...shall be made by the Department of General Services" (*Education Code* Section 42292). The school district or county office may elect to purchase by local competitive bidding for reasons such as: (1) the bus size, type, or model needed is not available through the General Services Contract, or (2) more immediate delivery can be obtained by local competitive bidding.
- Districts should send the completed requests to their county office to forward to the California Department of Education.

For further information contact: Leslie McCage
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